

1 November 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King  
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for  
Period Ending 1 November 1984

25X1

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

25X1

2. Events of Major Interest That Have Occurred During  
the Preceding Week:

a. Safety: Printing and Photography Division, Office of Logistics (P&PD/OL), was represented at the seminar on Hazardous Materials Management in the Printing Plant on 22 and 23 October 1984, sponsored by the Research and Engineering Council of the Graphic Arts Industry, Inc., in cooperation with the Environmental Conservation Board of the Graphic Communications Industries, Inc. Approximately 80 representatives of industry, government, and trade associations focused on responding to the Occupational Safety and Health Administration's regulations on hazard communications. This new legislation is also known as the "Employees Right-to-Know Law." The purpose of the law is to establish uniform standards regarding chemical hazard identification, employer responsibilities, and employees' rights to know what they are exposed to and the known/suspected consequences. This rule will have a large impact upon the printing industry according to seminar speakers (lawyers, toxicologists, industrial hygienists, insurance analysts, Environmental Protection Agency administrators, and safety professionals). The Safety Staff, Directorate of Administration, has assured P&PD that they are drafting a plan for Agency compliance and will keep P&PD informed.

25X1

25X1

25X1

b. New Building Project:

(1) The office layout team from   is in its third week of allocating space within the block plan for the divisions of the Directorates of

25X1

S E C R E T

SUBJECT: Report of Significant Logistics Activities for  
Period Ending 1 November 1984

25X1

Administration and Science and Technology. The contractor and representatives from the New Building Project Office, OL, will hold briefings on their progress for office- and division-level managers beginning 6 November 1984.

25X1

(2) Construction of the foundations for the parking deck began on 26 October 1984, and it is expected that the new P&PD loading dock area will be ready for limited use by 5 November.

25X1

c. Hydraulic Barricades: The hydraulic barricades at the Route 123 entrance to the Headquarters compound are fully operational. The "bugs" are being worked out of the underground barricades. Work has begun on the barricades at the George Washington Memorial Parkway entrance.

25X1

d. Computerized Carpool Information: Effective 30 October 1984, the records pertaining to grid data for carpools at Headquarters Building have been updated in the FEDPARK system. In order to keep the information current, deletions and additions will be made on a daily basis.

25X1

e. Relocation to Ames Building: On 23 October 1984, office furnishings for the Intelligence Community Staff were moved to the 10th floor of the Ames Building.

25X1

f. Pedestrian Tunnel Repair: The remaining sidewalk and old waterproofing will be removed this week. A work slowdown occurred on 29 October 1984 due to a special Auditorium activity. Installation of new waterproofing material is scheduled to start the week of 5 November 1984.

25X1

g. Cafeteria Renovation: The cafeteria renovation was started on 26 October 1984. Three 12-hour shifts were worked by the general contractor and by subcontractors. The ceiling tiles and framing of the North Cafeteria and also above the loft area have been removed. The existing lighting fixtures above the loft area, with the exception of two, have been removed. In the North Cafeteria, approximately 40 percent of the lighting fixtures have been removed. The remaining fixtures are in place to support temporary lighting. Approximately 560 sheets of sheetrock and other supplies are

SUBJECT: Report of Significant Logistics Activities for  
Period Ending 1 November 1984 [redacted]

25X1

on site. Work has also started on the dry wall ceiling framing in the North Cafeteria. Other work is scheduled to continue on 2 November 1984. [redacted]

25X1

25X1

3. Significant Events Anticipated During the Coming Week:

a. Focal-Point Conference: On 5 and 6 November, OL will host a conference with our Department of Defense (DOD) Focal-Point Officers [redacted] In attendance will be the Director of Logistics, the Executive Officer, senior OL management, representatives from various offices of the Directorate of Operations, the Office of Personnel, and the Office of Finance, and senior officers from the four branches of the armed services and the Office of the Joint Chiefs of Staff. [redacted]

25X1

25X1

b. Briefing on U.S. Army Ammunition School: On 7 November 1984, Mr. John Byrd, Director of the U.S. Army Defense Ammunitions Center and School at Savanna, Illinois, will present a briefing on his facility and the ordnance specialists career program there. [redacted]

25X1

Daniel C. King *JK*